



## (CONTESTABLE) POSTGRADUATE SCHOLARSHIP GUIDELINES

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### Background

The primary funding for Coastal People: Southern Skies Centre of Research Excellence (the Centre) is from the Tertiary Education Commission (TEC). CPSS will allocate its financial resources in a strategic and transparent way, in alignment with its values, in order to meet its strategic goals. These goals, and the methods of measuring progress against them, are defined in the TEC Annual Plan.

The **vision** of CPSS is flourishing wellness (mauri ora) of coastal communities.

The **mission** of CPSS is to connect, understand and restore coastal ecosystems of NZ and the Pacific through transformative research, local action and by unlocking potential through new pathways to learning.

The **values** of CPSS are central to all that we do and all of our actions are underpinned by these values; our values are based on **KAITIAKITANGA** and **MANA**:

MEANINGFUL  
AUTHENTIC  
NATURAL  
ACTION

Coastal People: Southern Skies (the centre) intends to train and develop skilled students to the highest standards and to offer unique opportunities to postgraduate students. Postgraduate scholarships are budgeted to attract and provide opportunities for students who have unique skill sets and who otherwise may not have the opportunity to receive funding assistance and students who have an excellent academic record.

In line with the Board's recommendation at least one PhD and one Honours/Masters scholarship is to be offered to a Māori applicant and one PhD and one Honours/Masters scholarship is to be offered to a Pasifika applicant in each contestable funding round. If no Māori or Pasifika applicants meet the assessment criteria, the available scholarships will be re-advertised.

### Requirements of (Contestable) Postgraduate Scholarship Applications

1. Applicants must submit an application (using the template) consisting of:
  - a) The name of the applicant and the proposed supervisor(s) and proposed community/cultural mentor(s);
  - b) The host institution, degree programme and proposed start/end dates.
  - c) A paragraph describing how the applicant's values are aligned with those of the Centre.



- d) Up to ½ page detailing the applicant's research experience and explaining how this contributes to the proposed research project.
- e) An up-to-date CV and academic transcript. Please ensure the CV includes all academic and any other relevant qualifications, details of any prizes/scholarships the applicant has been the recipient of, and publications.
- f) Details of the applicant's work and or community service history.
- g) A research proposal (a summary of the project, the specific objectives of the project, the project milestones/timelines, the research methodology, the knowledge transfer, an Intellectual Property plan (if required), details of any ethical and or regulatory approvals (if required)).
- h) Benefit(s) for the student and for coastal communities, Māori and Pacific peoples that will be realised from the project.
- i) Details of the skills that the applicant will develop as a consequence of undertaking the project described.
- j) Details of the host institution support including availability of any resources required for the research project and a detailed mentoring/support plan for the applicant (the mentoring/support plan is not required for an Honours scholarship application). This information should be provided by the supervisor.
- k) Brief CVs (not more than 2 pages) for the proposed supervisor and the proposed mentor; these are not required for an Honours scholarship application.
- l) A declaration form signed by the applicant, the proposed supervisor, and the host organisation confirming that the proposed host institution and supervisor support the application.

### Assessment Criteria for (Contestable) Postgraduate Scholarship Applications

The applications will be assessed against the following criteria:

- Alignment of the applicant's values with the values of the Centre;
- A project that is aligned with the research programme of the Centre;
- Support from a supervisor who is a named Centre Investigator;
- Support from a named community/cultural mentor;
- The applicant's academic, work and or community service record (i.e. an academic record (or equivalent) that demonstrates achievement, demonstrated ability to complete tasks, and ability to work in a manner which will be required in the proposed project);
- The benefits (including skills development, capability building, data etc.) that will be realised from the project for the student and for coastal communities, Māori and Pacific peoples.
- The excellence of the proposed project (evaluated against the criteria of research excellence as currently established by the Centre).

### Assessment Process for (Contestable) Postgraduate Scholarship Applications

Postgraduate Scholarship Panel Deliberation



1. Applications are ranked by criteria and a decision is made based on ranking. Not all applications may reach the required ranking for funding.
2. The Panel will make a recommendation for each application.
3. Recommendations are forwarded to the Senior Leadership Team for review.

#### Senior Leadership Team Deliberation

1. The recommendations from the Postgraduate Scholarship Panel are reviewed alongside the application and approved.
2. Successful applicants will be notified within one week of the Senior Leadership Team decision.

#### Reporting Requirements

1. Scholarship recipients are required to complete an exit interview at the completion of their scholarship.
2. Other reporting (or feedback) may be requested from time to time.

#### Appeals Process

1. Any appeals relating to the outcome of an application must be submitted to the Kaiurungi Programme Manager in writing within five working days of the outcome notification.
2. The appeal will be considered in accordance with the Appeals Policy.

#### Related Documents

(Contestable) Postgraduate Scholarship Policy  
Funding Allocation Policy  
Funding Allocation Procedure  
TEC Annual Plan  
Appeals Policy

#### Contact for further information

If you have any queries regarding the content of these guidelines or need further clarification, contact the Kaiurungi Programme Manager, AJ Woodhouse ([aj.woodhouse@otago.ac.nz](mailto:aj.woodhouse@otago.ac.nz)).